

Manage your Direct Deposit accounts online and save time!

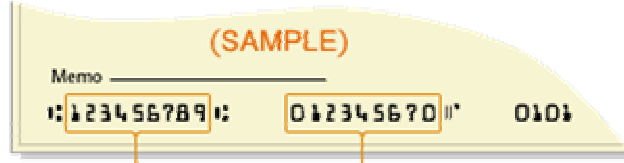
Visit GD Employee Self Service (ESS) at <http://ess.gendyn.com>.

Or, mail/fax this form to SRI (see below). If this is your first visit to **ESS**, you can set up your password and retrieve your UserID by clicking the "Forgot Your Password" link. ESS will prompt you for information that is available on your paystub. Additional information is available on ESS at <http://ess.gendyn.com>.

Fill in the below information if you are faxing or mailing this request

Employee ID: _____

Employee Name: _____



ROUTING # (9 DIGITS) ACCOUNT NUMBER

DO NOT Print my paycheck stub. Check this box if you will review your pay stub electronically via ESS. You must have a "Net Pay" Account to elect this option. The advantages of electing this feature are listed in the Direct Deposit section of ESS.

ACCOUNT INFORMATION (To distribute to more accounts, please complete and submit another form)

ADD Bank Name/City/State _____

CHANGE

CANCEL Routing # _____ Account Number: _____

Checking Savings I wish to deposit \$_____.____ or Net Pay Amount

ADD Bank Name/City/State _____

CHANGE

CANCEL Routing # _____ Account Number: _____

Checking Savings I wish to deposit \$_____.____ or Net Pay Amount

ADD Bank Name/City/State _____

CHANGE

CANCEL Routing # _____ Account Number: _____

Checking Savings I wish to deposit \$_____.____ or Net Pay Amount

ADD Bank Name/City/State _____

CHANGE

CANCEL Routing # _____ Account Number: _____

Checking Savings I wish to deposit \$_____.____ or Net Pay Amount

I agree that (1) General Dynamics is not responsible should I provide incorrect bank transit and/or account information and I will work with the Bank in recovering my funds deposited to an incorrect account; (2) any funds returned to General Dynamics by the bank usually takes 3-7 business days; (3) should General Dynamics make an erroneous deposit to my direct deposit account(s), General Dynamics is authorized to deduct or credit these accounts, in order to correct the erroneous deposit.

Daytime Phone: _____ Email Address: _____

Employee's Signature: _____ Date: _____

FAX to: (703)876-3718
Or MAIL to: General Dynamics Shared Resources, Inc
PO Box 7707
Charlottesville, VA 22906-7707

For SRI use only effective date: _____

For assistance with this form, call the Employee Service Center at 877-433-6777.

INSTRUCTIONS

Online Account Management - Your Pay Goes to the Bank. You Don't.

You can manage your accounts quickly & easily without having to complete a form by going online to the KNET Employee Self Service website: <http://ess.gendyn.com>. The benefits of online account management are:

Convenient - Your money is in your account(s) and available on payday. Review your paystub on-line, no need to be in the office on payday!

Safe - Eliminates the chance of lost or damaged checks or checks and paystubs being left on your desk or in someone's top desk drawer.

Confidential - Don't print your paystub, reduces handling of your personal payroll information by others.

Reliable - Provides complete paystub information and deposits every payday, even when you're not around.

Free - All these benefits are yours at no cost.

First time on ESS

If you are a first time visitor to ESS, you can set up your password and retrieve your UserID by clicking the "Forgot Your Password" link. ESS will prompt you for information that is available on your paystub.

What is my UserID?

Your UserID is the first letter of your first name + the first four letters of your last name + the last four digits of your Social Security Number. Example: John Smith 111-22-5555 = jsmit5555.

I Forgot My Password

You can click on the "Forgot Your Password" link to reset your password online. After clicking on the link, follow the prompts. ESS will prompt you for information that is available on your paystub.

If you need assistance with ESS, call the Employee Service Center at 877-433-6777.

Do Not Print My Paycheck Stub

You can review your pay stub electronically via the ESS. Elect this option if you would like to review your pay stub online. You must have a Net Pay account to elect this option.

Routing and Account Information

If you are uncertain of your routing and/or account numbers, please contact your financial institution, or include a voided personal check to ensure accuracy.

General Dynamics will not be responsible for any erroneous deposits made due to incorrect transit or account numbers. It will be your responsibility to recover funds deposited to the wrong account if incorrect numbers were provided. Funds that are returned to Payroll due to incorrect account information will delay receipt of your pay.

Net Pay Amount Vs. Deposit Amount

Each account must have a specific deposit amount or the net pay option checked.

Deposit Amount

Enter the amount to be deposited to this account. (Example: I wish to deposit \$ 150.00 or Net Pay Amount)

Net Pay

The remainder of your Net Pay will be deposited to this account. *You can have only one Net Pay account.* If you have no other Direct Deposit accounts, your entire Net Pay will be deposited into this account. To change your Net Pay account you will have to delete the current account before adding the new account and you will receive a "live" paycheck during the pre-notification* period.

Multiple Accounts

You can have up to ten (10) Direct Deposit accounts at one time. If you have multiple accounts established, the Net Pay account will receive any funds remaining after the other Direct Deposits have been made. If you have Direct Deposit account(s) established, but no Net Pay account, you will receive a "live" check for any remaining net pay amount.